

SECRET

17 March 1971

MEMORANDUM FOR: SSA/DDS

SUBJECT : Shorthand Training

REFERENCE : Support Meeting, 3 March 1971

In compliance with referenced memorandum the CI Staff would be interested in enrolling four (4) girls in the proposed shorthand training class.


Chief, CI Support

25X1A

SECRET

SSA-DD/S #71- 0432

17 MAR 1971

MEMORANDUM FOR: Special Support Assistant, DDS

SUBJECT : Shorthand Training

1. Based on an informal survey, Africa Division has identified seven (7) individuals who would be interested in a beginning shorthand course and whose supervisors would dictate to them. These individuals would be interested if the training were given at Headquarters, would be part-time and would be given during working hours.

2. We also surfaced some interest in an intermediate shorthand training course after hours at Headquarters.


Chief, Africa Support Staff

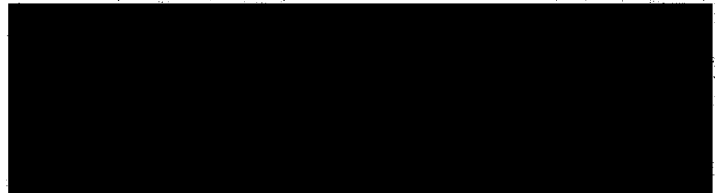
25X1A

SPEED LETTER	REPLY REQUESTED		DATE
	YES	NO	12 MARCH 1971
TO : SSA/DDS		LETTER NO.	
ATTN: [REDACTED]		FROM: Chief, FE Support	
		25X1A	

Subject: Shorthand Training

Per your request of 3 March 1971 regarding interest in basic Shorthand Training, We queried the clericals in the Division and find there are 23 girls who would be interested in learning shorthand.

25X1A



REPLY	SIGNATURE
DATE	
<p><i>For Mr. [unclear]</i></p> <p><i>Per your request</i></p> <p><i>[Signature]</i></p>	
SIGNATURE	

SECRET

SSA-DD/S #71- **0416**

11 MAR 1971

MEMORANDUM FOR: SSA/DDS

**SUBJECT : Shorthand Beginning and
Refresher Courses**

1. Approximately twenty-three clerks/secretaries assigned to WH Division have expressed interest in shorthand classes. Nine of these are interested in a beginning shorthand class, while the remaining fourteen would like refresher courses. Several of the latter expressed a desire for an advanced refresher course in order to renew shorthand speeds in excess of one hundred words per minute.

2. The availability of those interested would necessarily be dependent upon the demands of each Branch and cannot be determined at this time.


**Chief
Western Hemisphere Division**

25X1A

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10 March 1971

MEMORANDUM FOR: SSA/DDS

SUBJECT : Shorthand Training

Past FI Staff requirements for complete shorthand training have been about nil. Since we do not anticipate any change in this pattern for the foreseeable future, it is unlikely such a course would be utilized by this Staff.


Chief, Support
Foreign Intelligence

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SSA-DD/S #71-

0389

9 March 1971

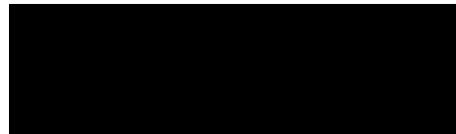
MEMORANDUM FOR: SSA/DDS

SUBJECT : Shorthand Requirements

REFERENCE : SSA/DDS Meeting of 3 March 1971

DO Division has no current requirement for any type of shorthand course at this time. Generally speaking, if a particular position requires shorthand we would levy this need upon CSPS or OP/Pool depending upon the circumstances. To make a clerk-typist available for full-time shorthand lessons would be costly and result in a significant loss of services for the period of training involved.

The period of time our girls spend in the Pool, sometimes two or three months, might be an opportune time to introduce shorthand training. While the individual may not qualify by the time she is cleared for assignment, at least it would not be necessary to start from scratch if she decides to become proficient in shorthand at a later date.



Chief, DO Support Group

25X1A

C/DO/SG:KK CLH

Orig & 1 - Addressee

2 - DO/SG

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Approved For Release 2000/08/28 : CIA-RDP78-04722A000200020085-1

9 MAR 1971

0384

SSA-DD/S #71-

MEMORANDUM FOR: SSA/DDS

SUBJECT: Shorthand Training

In response to your request, the Covert Action Staff does have a limited requirement for shorthand training. We have recently been attempting such training with three employees. It is estimated that we would have possibly two employees in such part-time training at any one time if the training were offered within the Headquarters Building. If the training were not in the building, there might be lesser participation.

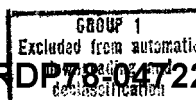
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Chief, Support Group
Covert Action Staff

CA-71-258

Approved For Release 2000/08/28 : CIA-RDP78-04722A000200020085-1

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5 March 1971

MEMORANDUM FOR: Special Support Assistant
Deputy Director for Support

SUBJECT : Basic Shorthand Training

1. In discussions with the NE Deputy Chiefs, Staff Chiefs and Branch Chiefs, we find that there is a definite requirement at this time for two clerical personnel to be given basic shorthand training.

2. While many operations officers do not dictate, some share the view that having such training available would be valuable, not only from the standpoint of possible increased efficiency on the part of the officers, but also as a method to improve the credentials of clerical personnel for career progression and reassignment possibilities.

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[REDACTED]
Chief, NE Support Staff

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